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**OFFICE OF THE
ODISHA STATE COMMISSION FOR WOMEN**
Block No. I & II, 3rd Floor, Toshali Bhawan, Satyanagar,
Bhubaneswar-7, Ph: 0674-2573850, Email: osw.od@nic.in



No. 1740
SCW-53/21

Dt. 15/02/2023

TENDER CALL NOTICE

Sealed quotations/Tenders are invited from interested reputed Travel Agencies/Service Providers/ Tour Operators/Private Individuals from Bhubaneswar City for providing 01 (one) number of Swift Dzire (Petrol) which shall conform to the terms and conditions for official use of Odisha State Commission for Women, Bhubaneswar on monthly rent basis.

- 1) The vehicle must be in road worthy condition, must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under Control Certificate, valid Contract Carriage Permit, Proof of up- to date Tax Payment etc. which are mandatory for plying of vehicle.
- 2) The driver of the vehicle must have a valid driving licence for driving light transport passenger vehicle and transport passenger vehicle. The driver should be well behaved, gentle and obedient in nature.
- 4) A sum of **Rs.3000/-** shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the **Convenor Secretary, Odisha State Commission for Women** and submitted along with the tender as a security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid Information (excluding fuel and lubricants) which should as **per Finance Department circular no.30464/F dated 06.09.2019.**
- 6) The vehicle must achieve a fuel efficiency as per Finance Department circular **No. 30464/F dated 06.09.2019.**
- 7) The details of make and year of manufacture of the vehicle, registration no. should be specifically provided in the technical bid to be furnished with the quotation tender.
- 8) The completed tenders in all respect should reach the undersigned on or before 03/03/23 by 5.30 PM A.M/P.M by **Speed Post** and the same shall be opened on 04/03/23 at 3.00 PM A.M/P.M in the presence of the bidder or their authorized representatives. **The tenderer must write the purpose of tender on the envelope in bold letters.**
- 9) The vehicle must **not be more than three years old** as on the date of the service request from the date of initial registration & must have **commercial licence.**
- 10) The application form of quotation/ tender containing General Bid Information and terms and conditions for hiring of vehicle etc. are available with the Office website oscw.nic.in of this Commission.
- 11) The authority reserves the right to cancel any portion or total tender without assigning any reason thereof.
- 12) The quotations/tenders received after due date and time shall be summarily rejected.


Convenor Secretary,
Odisha State Commission for Women

Memo No. 1741/OSCW

Copy forwarded to Special Asst. to Chairperson, OSCW for kind information of Hon'ble Chairperson, OSCW.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

Memo No. 1742/OSCW

Copy forwarded to the Additional Secretary to Govt. W & CD Deptt. for information & necessary action.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

Memo No. 1743/OSCW

Copy forwarded to the Selection Committee of OSCW for information & necessary action.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

Memo No. 1744/OSCW

Copy forwarded to Notice Board, OSCW & Notice Boards of the offices of Annex Building for information & necessary action.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

Memo No. 1745/OSCW

Copy forwarded to Guard File/Accounts Section, OSCW for information & necessary action.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

Memo No. 1746/OSCW

Copy forwarded to Diarist, OSCW for information with a direction not to open the Tender Call Notice at the time of receiving the tenders. After receiving the Sealed tenders, the same will hand over to the undersigned immediately.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

Memo No. 1747/OSCW

Copy forwarded to DEO, OSCW with a direction to upload the Tender Call Notice in the official Website of OSCW for information of the general public.

Date:- 15/02/2023

 14.2.23

Convenor Secretary,
Odisha State Commission for Women

TERMS & CONDITIONS FOR HIRING OF VEHICLES

Annexure-I

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis.

1. The hired vehicles, during period of contracts, shall have all necessary valid MV documents such as Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date Tax Payment etc./and D.L.. of the driver available all the times. The Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life / injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigations.

2. The hire charges to be paid for monthly basis but does not include cost of fuel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant. Tyres & Tubes, Battery etc. will be borne by the bidder.

3. It shall be the responsibility of the bidder to provide a good driver and the salary of the drivers shall be borne by the owner.

4. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.

5. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

6. The vehicle shall report for duty for minimum of 25 days in a month. Normal office hour shall be from 9 A.M to 8 P.M. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.

8. Monthly hire charges & reimbursement towards cost of Petrol (as per actual) and lubricants of selected bidder will be paid in every succeeding month, as far as possible within 15 days of the submission of the bills by the service provider and no advanced payment will be made.

9. The vehicle shall be in good running condition during the period of contract.

10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

11. In case service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service & termination of agreement.

12. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.

13. The Agency has to furnish information as well as all documents as in **Annexure-II**

[Handwritten signature]
14.2.27

**Convenor Secretary,
Odisha State Commission for Women**

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TENDER FORM

Technical Bid

(The documents have to be arranged serially as per the order mentioned below)

1. Organization Profile

a) Name _____

b) Registered Address _____

e) Address of Office at

Bhubaneswar _____

d) Number of branches in Odisha if any (please mention place & locations)

e) Name of Authorised Signatory (in block letters):

f) Specimen signature of the Authorised Signatory: _____

g) Telephone/Mobile No. of Authorised Signatory of firm:

h) E-mail address of firm: _____

i) Contact Person's

• Name & Designation _____

• Tel. No. landline _____ Mobile _____

• E-mail ID _____

2. Type of Firm: Proprietorship/ Pvt. Ltd./Public Ltd. Cooperative/NGO/PSU

3. Bank Account No, with Branch and Name of Bank

4. Registration No. of the firm/ company: _____

(Please enclose self-attested photocopy)

5. PAN No. _____

(Please enclose self-attested photocopy)

